

The Annual Quality Assurance Report (AQAR) of the IQAC 2014-15



MANBHUM MAHAVIDYALAYA
MANBAZAR, PURULIA, W.B.

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The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2014-15

I. Details of the Institution

1.1 Name of the Institution

MANBHUM MAHAVIDYALAYA

1.2 Address Line 1

Village- Jharbagda

Address Line 2

Post- Manbazar

City/Town

Dist- Purulia

State

West Bengal

Pin Code

723131

Institution e-mail address

mb_college@rediffmail.com

Contact Nos.

03253-255632

Name of the Head of the Institution:

Prof.Asutosh Biswas

Tel. No. with STD Code:

03253-255632

Mobile:

9434881646

Name of the IQAC Co-ordinator:

Prof.Amitava Bandyopadhyay

Mobile:

9874359010

IQAC e-mail address:

mb_college@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC MEETING DATED 31.03.2007 NO. 245

1.5 Website address:

<http://www.manbhummv.in>

Web-link of the AQAR:

<http://manbhummv.in/files/AQAR-Manbhum-2014-15.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	73	2007	2012
2	2 nd Cycle	NA	NA	NA	NA
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

1.7 Date of Establishment of IQAC : DD/MM/YYYY

03.03.2009

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

1. AQAR 2010-2011 dated 28/12/2015 (DD/MM/YYYY)
2. AQAR 2011-2012 dated 29/12/2015 (DD/MM/YYYY)
3. AQAR 2012-2013 dated 29/12/2015 (DD/MM/YYYY)
4. AQAR 2013-2014 dated 29/12/2015 (DD/MM/YYYY)
5. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☒

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) In campus Study centre for distance education of Netaji Subhas Open University is available for different UG & PG courses.

1.11 Name of the Affiliating University (*for the Colleges*)

Sidho-Kanho- Birsha University, Purulia.

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

any other (*Specify*)

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1	No. of Teachers	<input type="text" value="08"/>		
2.2	No. of Administrative/Technical staff	<input type="text" value="02"/>		
2.3	No. of students	<input type="text" value="01"/>		
2.4	No. of Management representatives	<input type="text" value="01"/>		
2.5	No. of Alumni	<input type="text" value="00"/>		
2.6	No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7	No. of Employers/ Industrialists	<input type="text" value="00"/>		
2.8	No. of other External Experts	<input type="text" value="00"/>		
2.9	Total No. of members	<input type="text" value="13"/>		
2.10	No. of IQAC meetings held	<input type="text" value="03"/>		
2.11	No. of meetings with various stakeholders:	No.	<input type="text" value="05"/>	
		Faculty	<input type="text" value="02"/>	Non-Teaching Staff <input type="text" value="01"/>
		Students	<input type="text" value="01"/>	Alumni <input type="text" value="01"/>
		Others	<input type="text" value="00"/>	
2.12	Has IQAC received any funding from UGC during the year?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	If yes, mention the amount	<input type="text" value="Rs. 3,00,000/-"/>		
2.13	Seminars and Conferences (only quality related)			
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC			
	Total Nos.	<input type="text" value="5"/>	International <input type="text" value="0"/>	National <input type="text" value="2"/>
		State	<input type="text" value="0"/>	Institution Level <input type="text" value="3"/>

(ii) Themes

1. Unis Biser Kabita- Aitijya O Uttaradhikar(National)
2. The Tribal Rebellion and Literature in the 18 th &19 th Century(National)
3. Women Empowerment – present scenario. (Institutional level)
4. Contribution of Maji Ramdas Tudu in Santali Language.(Institutional level)
5. IQAC conducted a workshop on preparation of SSR/RAR for NAAC.

2.14 Significant Activities and contributions made by IQAC

1. To upgrade the Teaching acumen a few National Seminars and seminars at Institution level were to be organized in accordance to the decisions taken in the IQAC meetings.
2. It was also decided at the IQAC's meeting to get the ISSN No. for the Research Publication of the College the publication to be sent to concerned authority. It was also decided to publish the volume as Research Journal annually.
3. IQAC also requested to improve up on the community outreach program of the Institution.
4. Additionally, after evaluation by NAAC in 2006, the IQAC assists the Principal in chalking out
 - a) Academic programmes, including identification of research areas.
 - b) Infrastructural blue prints related to academic progression & campus management.
 - c) Value Education programmes.
 - d) Authentication of data by incumbent applying under CAS (Career Advancement

4. IQAC also highlighted the importance of the College as an important social institution and reminded its social responsibilities. In this regard the NSS units of the College like all other past years had undertaken a few society outreach programmes as mentioned below-
 - Pre-Schooling camps in the adopted villages.
 - Heath Check-up program of the villagers of the adopted villages and AIDS awareness program during the Special Camp.

2.15 Plan of Action by IQAC/Outcome

Plan of Action	Achievements
<ul style="list-style-type: none"> To upgrade the teaching learning process To convert the publication of Research Volume to an annual research journal. To improve upon the social outreach program as a part of social responsibility on the part of the Institution. Provide fresh cold water especially during the days of hot summer to the students. The IQAC expressed concern about the increasing rate of drop out. 	<ul style="list-style-type: none"> Consequently 2 National Seminars were held and 3 Institutional level seminars were also held during the academic year. A short though LED projector and Digital interactive device were procured and put to use. A subscription was made towards an E-Journal from INFLIBNET The Editorial Board of the publication had taken requisite steps in this direction. Accordingly our Commerce and Economics Department undertook to provide primary information and guidance to the villagers of the adjacent villages about "CATTLE FARMING & GOATERY/PIGGERY". Holding Pre-Schooling Camp, Health Check-up camp etc. The College Governing Body installed 2 Water Coolers at the campus. After a detailed analysis of different aspects it has been revealed that due to the compelling socio-economic conditions it is inevitable to increase the drop-out rate. In reality majority of the students of the college are hailed from SC/ST Communities and are economically backward too. Being a good percentage of students are first generation learners, the consciousness about education is evidently very low. Despite all these hindrances this problem can be mitigated to some extent by providing Remedial Coaching and other tutorial classes.

2.16 Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☐

Syndicate

☐

Any other body

Governing Body

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	00	0	0	0
UG	14	00	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Distance education with Netaji Subhas Open University	01	0	0	0
Total	15	00	0	0
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	00
Trimester	00
Annual	14

1.3 Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒ (On all aspects)

Mode of feedback : Online ☒ Manual ☒ Co-operating schools (for PEI) ☐

**Please provide an analysis of the feedback in the Annexure Please see annexure 2*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As University itself revises /updates syllabi, college has no scope to revise and update it.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	10	02	0	10

2.2 No. of permanent faculty with Ph.D. 04

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	00	13	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty 10 Nil Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	00	13	01
Presented papers	01	11	00
Resource Persons	00	04	02

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- i) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector, smart boards and OHP in the class room.
- ii) Students are given internet access for using e-library under the supervision of the teachers.
- iii) Teachers can access a good number of International as well as National level journals using N-List facility to acquire an updated knowledge regarding their research activities. Different advanced Teaching Aids are being used in the classrooms like Over-Head Projector, LCD Projector, Digital Pen Display, Aver-media Digital Document Visualizer etc.
- iv) In the **Geography** department the students also prepare project papers after annual field work.

2.7 Total No. of actual teaching days during this academic year 199

- 2.8** Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

- 2.9** No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Four of our Faculty members of our College are associated with Board of Studies of the Sidho Kanho Birsha University, Purulia.

- 2.10** Average percentage of attendance of students

70% (approx)

- 2.11** Course/Programme wise
Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Comp.Sc.(Hons) B.Sc.	06	-	16	16	-	32
Geography(Hons) B.A.	25	-	4	52	-	56
Bengali (Hons) B.A.	32	-	3	75	-	78
English (Hons) B.A.	14	-	-	21	-	21
History (Hons) B.A.	34	-	-	62	-	62
Santali (Hons) B.A.	21	-	4	38	-	42
B.A. (General)	201	-	-	7	19	26

- 2.12** How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

In the IQAC meetings matters related to the contents of syllabus of different subjects discussed in detail and requested the faculty members attached with University Board of studies and other related bodies to highlight and necessary change.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	nil	nil	nil
Technical Staff	nil	nil	nil	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. IQAC encourages teachers to pursue research-works.
2. The college authorities provide all possible support for carrying out research
1. work. The College has already installed SPSS, a statistical tool for data analysis
2. and interpretation.
3. The college has published a research article volume 'BODHI' having ISBN

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	03	0	0
Outlay in Rs. Lakhs	0	6,60000/-	0	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	00	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	16	00

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	0	0	0	0
Minor Projects	02	UGC	6,60000/-	4,35,000/-
Interdisciplinary Projects	0	0	0	0

Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects (other than compulsory by the University)	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.7 No. of books published i) With ISBN No. Chapters in Edited Book
ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution	Level	International	National	State	University	College
	Number	0	03	0	0	02
	Sponsoring agencies	x	UGC	0	0	Manbhum Mahavidyalaya

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

0

0

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 300 State level 0
National level 0 International level 0

3.22 No. of students participated in NCC events:

University level 0 State level 0
National level 0 International level 0

3.23 No. of Awards won in NSS:

University level 0 State level 0
National level 0 International level 0

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="02"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="0"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NSS Units of the college organized a workshops on the dangers of AIDS. The NSS Units also organized a Blood Donation camp, tree plantation programme and first aid camp in collaboration with Red Cross Society by which the Institution delivered its social responsibility towards the community at large.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: (Rs. In Lacs)

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.5Acres	0	0	9.5 acres
Class rooms	14	04	DPI	18
Laboratories	05	0	0	05
Seminar Halls	01	0	0	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	05	00	0	05
Value of the equipment purchased during the year (Rs. in Lakhs)	11.57	00	0	11.57
Others (Water cooler, furniture, lab.equipment, cycle stand etc.)	231.11	8.84	UGC & others	239.95

4.2 Computerization of administration and library

- An online procedure for admission is ready to implement from next academic session.
- A comprehensive database consisting of all information related to student activity related to academic or non-academic field is maintained through a student data management software.
- Computerization of the preparation of monthly salary bills using software package 'COSA' (Computerization of Salary Accounting) has been implemented at our college this year. At present the COSA software is being successfully used for the smooth running of the preparation of monthly salary bills for all employees.
- **The library** uses various ICT tools photocopiers, scanners, printers etc to help students. The library has joined the ENLIST programme (conducted by INFLIBNET) since 2013. E- Journals and e books can be availed by this.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8918	8.03	10	0.02	8928	8.05
Reference Books	3127	5.33	48	0.11	3175	5.44
e-Books	-	-	-	-	-	-
Journals	07	-	00	00	07	-
e-Journals	01	0.05	00	00	01	0.05
Digital Database	-	-	-	-	-	-
CD & Video	50	-	02	-	52	-
Others (specify)	3845	5.70	00	00	3845	5.70

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	65	24	02	-	08	09	13	09
Added	00	00	00	-	00	00	00	00
Total	65	24	02	-	08	09	13	09

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

An in house training has been provided by staff member taken training from the government authority to other staff members of the College to avail the benefit of e-governance portal implemented by the State Government. Accordingly the existing computers have been upgraded to suit the requirement.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.60
ii) Campus Infrastructure and facilities	2.32
iii) Equipments	0.36
iv) Others	0.88
Total :	4.16

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. The college has Disciplinary committee, Anti-Ragging Committee and the Committee against Sexual harassment of Women. These Committees take care of day to day student support as and when needed. The IQAC regularly interacts with these committees. However, there has not been a single complaint received so far.
2. IQAC arranged carrier counselling and remedial coaching for SC/ST students with financial support from UGC.

5.2 Efforts made by the institution for tracking the progression

Regular meetings of the Teachers' Council are held. Teachers take care of day to day student support as and when needed.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1984	0	0	0

(b) No. of students outside the state

00

(c) No. of international students

00

Men	No	%	Women	No	%
	1205	61		779	39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
723	268	591	270	05	1857	681	276	661	362	04	1984

Demand ratio 2.22: 1

Dropout 24%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The College authority provides sufficient books and periodicals to get the students prepared for various employments related competitive examinations like WBCS, School Service Commission, SSC, Bank etc.

No. of students beneficiaries

156

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

A Career Counseling Cell had been established in our institute to look into the diverse socio-economic problems that confronted our students. One of the objectives of this cell was to help the students who come from economically backward families with placement opportunities and also provided institutional support. We also provided them guidance as to how they could make use of these opportunities from the institute.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

It is the general practice of the NSS units to hold a week end class for discussing about the prevalent social problems and evils.

5.9 Students Activities**5.9.1 No. of students participated in Sports, Games and other events**

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	278	99,960/-
Financial support from government	937	46,12,500/-
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: **Nil**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision- To extend the academic knowledge, expand the scope of higher education and all round personality development of its students specifically amongst the backward section of the district.

Mission- Manbhum Mahavidyalaya is committed to providing excellence in education in humanities, Commerce and science faculties especially to those who are financial weak and socially backward. The Mission of the College is to pursuit of knowledge and develop personal values through academic and extracurricular activities.

The College emphasizes towards creating an ambience where students gained depth and breadth of knowledge that provide meaningful contribution to career and community.

6.2 Does the Institution has a management Information System

Though MIS is not available truly as per the parlance of the definition of Management Information System but the required information are made available through different other means. Such as audited report, other academic report and statements prepared as per the requirement of the Government, University and other social stakeholders. Even most valuable information regarding academic standard is available from the University result sheet.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

As the College follows the Syllabus and Curriculum of Sidho -Kanho-Birsha University there is little scope of internal curricular designing.

6.3.2 Teaching and Learning

Although the syllabi are framed not by the college but by the university to which it is affiliated each department adopts some innovative processes in teaching and learning.

1. The faculties of each department meet at the beginning of each academic session for term-wise allocation of syllabus.
2. Technology enabled Teaching Learning process practiced in college. LCD projectors and overhead projectors are used for teaching regularly.

6.3.3 Examination and Evaluation

1. Class tests are held after the completion of each module.
2. The answer scripts of such tests are returned to the students after proper evaluation and necessary comments.
3. Annual Test examinations are held on regular basis with an intention to make them acquainted with the latest pattern of questions.

6.3.4 Research and Development

- A good number of our teachers are at present pursuing Ph.D.
- Few books and articles are published by the teachers.
- One research article volume is published yearly.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Geography department has started using GIS and other related software in the laboratory.
- Four new class rooms have been constructed and put into use.
- Up-gradation of College website has been undertaken.
- The up-gradation of Computer laboratory is going on with the introduction of new furniture, computers and other teaching accessories.

6.3.6 Human Resource Management

There is paucity of teaching and non teaching staff of our college. However college governing body tries to his best to utilize the existing staff of their fullest ability.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited transparently as per Government norms/rules.

Faculty members are recruited by the College Governing Body on the recommendation of the West Bengal College Service Commission. But contractual Teachers are selected by an expert committee which includes a University expert and a subject expert following advertisement in daily newspapers and then recruited by the College Governing Body.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

1. Admission of students is done completely on the basis of merit.
2. Pre Admission counseling of students are done to identify their area of interest and to guide them to choose their subject

6.4 Welfare schemes for

Teaching	Provident Fund
Non teaching	Provident Fund, Festival advance, Puja bonus.
Students	Free & Half-free Studentship, Poor boys fund, Government Scholarships, Non-Government Scholarship.

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done :

Yes

☒

No

☐

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	NO	NO	NO
Administrative	NO	No	NO	NO

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐

No

☒

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

Annual meeting of the association is held. The body often suggests about the necessity to implement a few programs to motivate students, particularly the students of 3rd year to take some employment oriented additional courses so that passed out students can find fruitful employment.

6.12 Activities and support from the Parent – Teacher Association

Though we tried to form a parent-Teacher Association but we failed to materialize it. Still we get parent views and suggestions through our feed-back mechanism.

6.13 Development programmes for support staff

Workshops are held to make the support staff more conversant with computer, its applications and use of internet.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Campus declared no smoking zone.
2. Campus declared plastic free zone.
3. Plantation in the college-campus.
4. Campus cleaning in regular interval.
5. Water harvesting through a pond with in College campus.
6. Initiative has already been taken to reduce dependence on conventional electricity by way of introduction solar lighting in the College campus.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Interdisciplinary classes are held so as to make the students aware about development has taken place in other field of studies e.g. Share market, Income tax, information technology etc.
- Preparation of study materials through Power Point presentation, other computer based documents, subjects related documentary films etc.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- **Two** National Seminars were held and three Institutional level seminars were also held during the academic year. A short-throw LED projector and Digital interactive device were procured and put to use. Renewal of subscription for E-Journal from INFLIBNET was made.
- The Editorial Board of the publication had taken requisite steps to get approval from the concerned authority for ISSN to convert the research volume to annual research journal.
- The Commerce and Economics Department undertook to provide primary information and guidance to the villagers of the adjacent villages about “CATTLE FARMING & GOATERY/PIGGERY” as a part of our society outreach programme.
- Two Water Coolers were installed at the college campus. On the insistence of the College authority the local self government has implemented a project to supply fresh drinking water for College and two College hostel students.
- Regular remedial coaching classes are held especially for economically and socially backward and slow learners.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Feedback is collected from students and parents to improve the quality of education and inter personal relationship.
2. The primary task of teacher is to draw out the latent capacities of the students and teachers should guide in such a way as that students’ interactive power can be awakened.

7.4 Contribution to environmental awareness / protection

1. To generate environmental awareness among the students, the institute fully utilizes the classes on environmental studies included in our syllabi.
2. NSS Units try to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution free.
3. The NSS volunteers regularly lead campaigns to prevent use of polythene products in the college campus.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

Strength

1. As the college is rural based and many students are first generation learner, the relationship of student and teachers are very informal and integrated.
2. Santali department of our college run honours which has great strength of catering the needs of the S.T. students of the district.
3. A congenial physical and social environment prevails in the campus with least internal and external disturbance.
4. Committed staffs are one of the great assets of the College.
5. A few teachers of the College are also exposed to the teaching in University and other Colleges.

Weakness

1. The College is running without any full time permanent Principal since 2007.
2. College does not have adequate number of teaching staff which leads to pathetic student teacher ratio.
3. A few departments are running without any full time teachers since inception of the department.
4. The students belonging to the creamy lair do not prefer to take admission in the rural colleges.
5. The sowing season and harvesting months hamper the student's class attendance as most of the poor rural students should pursue agricultural activities for their very existence.

Opportunity

1. A good number of applicants for admission are rejected due to lack of seats. There is a room for increase in the admission capacity provided vacant teaching posts are filled.
2. Inherent physical agility of the students of tribal community can be best utilized to develop the sports and other physical activities in the College. Nearly 40% students are of Tribal community.


Threat

1. Socio-economic backwardness of most of the students is a major challenge before the institution for achieving its goals.
2. Non-availability of Principal and adequate number of full time permanent teachers are big challenges before us.
3. Inadequate number of other administrative and supporting staff impact negatively.
4. In accordance to suggestions given by NAAC peer team (2007) we started BBA (Honours) to revamp the Commerce Department in 2008 but despite our sincere effort the course does not run successfully as students do not take admission.

8. Plans of institution for next year

1. In the next year the institution will try its best to further academic improvement.
2. IQAC insists in utilizing UGC grants under XIIth plan and in line with the requirement as determined by the College Planning Board.
3. Implementation of language laboratory.
4. To complete the boundary wall.
5. Initiative has to be taken to get the vacant Principal's post.
6. Plantation of trees around the play ground.
7. To enhance the teaching faculty of Science department.

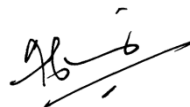
Prof. Amitava Bandyopadhyay



Signature of the Coordinator, IQAC

Co-ordinator
I.Q.A.C.
Manbhum Mahavidyalaya
Manbazar, Purulia

Prof. Asutosh Biswas



Signature of the Chairperson, IQAC

Teacher-in-charge
Manbhum Mahavidyalaya
Manbazar, Purulia

Annexure : 1

MANBHUM MAHAVIDYALAYA

MANBAZAR, PURULIA, W.B., 723131

ACADEMIC CALENDAR FOR THE SESSION 2014-2015

JULY, 2014	TEACHING DAYS	25DAYS
	SUNDAYS	04 DAYS
	HOLIDAYS	02DAYS
AUGUST, 2014	TEACHING DAYS	26 DAYS
	SUNDAYS	23 DAYS
	HOLIDAYS	03 DAYS
SEPTEMBER, 2014	SUNDAYS	04 DAYS
	HOLIDAYS	03 DAYS
	TEACHING DAYS	23 DAYS
OCTOBER, 2014	SUNDAYS	NIL
	HOLIDAYS (PUJA)	29 DAYS
	TEACHING DAYS	02 DAYS
NOVEMBER, 2014	SUNDAYS	5 DAYS
	TEACHING DAYS	30 DAYS
	HOLIDAYS	02 DAYS
DECEMBER, 2014	TEACHING DAYS	21 DAYS
	SUNDAYS	03 DAYS
	HOLIDAYS	07 DAYS
JANUARY, 2015	TEACHING DAYS	20 DAYS
	SUNDAYS	04 DAYS
	HOLIDAYS	07 DAYS
FEBRUARY, 2015	SUNDAYS	04 DAYS
	HOLIDAYS	01 DAY
	TEACHING DAYS	23 DAYS
MARCH, 2015	SUNDAYS	05 DAYS
	HOLIDAYS	02 DAYS
	TEACHING DAYS	24 DAYS
APRIL, 2015	SUNDAYS	04 DAYS
	HOLIDAYS	03 DAYS
	TEACHING DAYS	23 DAYS

MAY, 2015	SUNDAYS	05 DAYS
	HOLIDAYS	02 DAYS
	TEACHING DAYS	24 DAYS
JUNE, 2015	SUNDAYS	04 DAYS
	HOLIDAYS	NIL
	TEACHING DAYS	26 DAYS
TOTAL		267

DETAILS BREAKUP	
UNIVERSITY EXAMINATIONS	45 DAYS
COLLEGE TEST EXAMINATION	15 DAYS
PRINCIPAL'S DISCRITION	04 DAYS
STUDENTS UNION ELECTION	01 DAYS
COLLEGE SPORTS	01 DAYS
COLLEGE SOCIAL FUNCTION	01 DAYS
FRESHER'S WELCOME	01 DAYS
ACTUAL TEACHING DAYS	199 DAYS
NO. OF DAYS COLLEGE OPEN	267 DAYS

ANNEXURE II

FEED BACK SYSTEM & ITS FOLLOW-UP

A well-conceptualized feedback system, involving all major stakeholders, provides an understanding of ground realities, based on which guidelines are framed for program planning. The recommendations of the UGC, the NAAC, the University and Statutory Bodies considered during the revision process. The importance of preparing students for life outside campus, and grooming them for careers is an important consideration. Teaching excellence is also enhanced through structured feedback systems that evaluate teacher effectiveness in every course. In addition to formal feedback, individual faculty members also obtain informal feedback from students, review them and use them for improving their performance.

Feedback Analysis

- The College holds regular interactive teacher–student meets after every internal terminal examination to discuss areas of concern and collectively resolve the arising problems.
- The College students are to come out with any personal problems standing in the way of their development and the matters are placed before different concerned sub-committees formed by the Governing Body.
- Hostel supervisor always holds meetings with the Teacher-In-Charge whenever situation demands and the matter of concern is discussed with the parents through formal and informal channels.
- There is a student feedback system in place. However the thrust area in the questionnaire targeted at 3rd year students is more the implementation than designing because of non-existence of academic autonomy.
- The feedback system is however read carefully by the Teacher-In-Charge and the areas of grievance, if any, with regard to application noted. Individual teachers have closed door sessions with the Teacher-In-Charge, if needed. There threadbare discussions for providing more exhaustive, researched matter with emphasis on lucid communication are undertaken to bring the student and teacher closer.

MANBHUM MAHAVIDYALAYA
MANBAZAR, PURULIA-723131

Students Feedback on overall teaching, campus amenities and infrastructure

Name of student and Roll No. (Optional) ছাত্রী/ছাত্রীর নাম ও রোল নং (না লিখলেও চলবে)		Department (বিভাগ) :			
To evaluate teachers of your (honours) department, put tick mark (✓) in appropriate box to indicate your perception about the teacher in respect of different qualities. তোমার সাম্মানিক বিভাগের শিক্ষকের মূল্যায়ন করতে উপযুক্ত বাক্সে টিক চিহ্ন (✓) দিয়ে বিভিন্ন গুণাবলীর ক্ষেত্রে ঐ শিক্ষকের সম্বন্ধে তোমার ধারণা নির্দেশ কর।					
● 1 = Excellent (অতি উত্তম) ● 2 = Good (উত্তম) ● 3 = Fair (চলনসই) ● 4 = Poor (ভাল নয়) ● 5 = Very poor (খুব খারাপ)					
1. Name of teacher (শিক্ষকের নাম) :	1	2	3	4	5
a. Communication skills (ভাববিনিময়ের দক্ষতা)					
b. Knowledge base of the teacher (বিষয়গত জ্ঞানের ভিত্তি)					
c. Preparations for teaching (শিক্ষাদানের জন্য প্রস্তুতি)					
d. Regularity and punctuality (নিয়মানুবর্তিতা ও সময়ানুবর্তিতা)					
e. Use of innovative methods (নূতন উদ্ভাবিত পদ্ধতির ব্যবহার)					
f. Accessibility in and outside the class (ক্লাসের ভিতরে/বাইরে শিক্ষকের সহজলভ্যতা)					
2. Name of teacher (শিক্ষকের নাম) :	1	2	3	4	5
a. Communication skills (ভাববিনিময়ের দক্ষতা)					
b. Knowledge base of the teacher (বিষয়গত জ্ঞানের ভিত্তি)					
c. Preparations for teaching (শিক্ষাদানের জন্য প্রস্তুতি)					
d. Regularity and punctuality (নিয়মানুবর্তিতা ও সময়ানুবর্তিতা)					
e. Use of innovative methods (নূতন উদ্ভাবিত পদ্ধতির ব্যবহার)					
f. Accessibility in and outside the class (ক্লাসের ভিতরে/বাইরে শিক্ষকের সহজলভ্যতা)					
3. Name of teacher (শিক্ষকের নাম) :	1	2	3	4	5
a. Communication skills (ভাববিনিময়ের দক্ষতা)					
b. Knowledge base of the teacher (বিষয়গত জ্ঞানের ভিত্তি)					
c. Preparations for teaching (শিক্ষাদানের জন্য প্রস্তুতি)					
d. Regularity and punctuality (নিয়মানুবর্তিতা ও সময়ানুবর্তিতা)					
e. Use of innovative methods (নূতন উদ্ভাবিত পদ্ধতির ব্যবহার)					
f. Accessibility in and outside the class (ক্লাসের ভিতরে/বাইরে শিক্ষকের সহজলভ্যতা)					
4. Name of teacher (শিক্ষকের নাম) :	1	2	3	4	5
a. Communication skills (ভাববিনিময়ের দক্ষতা)					
b. Knowledge base of the teacher (বিষয়গত জ্ঞানের ভিত্তি)					
c. Preparations for teaching (শিক্ষাদানের জন্য প্রস্তুতি)					
d. Regularity and punctuality (নিয়মানুবর্তিতা ও সময়ানুবর্তিতা)					
e. Use of innovative methods (নূতন উদ্ভাবিত পদ্ধতির ব্যবহার)					
f. Accessibility in and outside the class (ক্লাসের ভিতরে/বাইরে শিক্ষকের সহজলভ্যতা)					

MANBHUM MAHAVIDYALAYA

MANBAZAR, PURULIA-723131

Students' Feedback on overall teaching, campus amenities and infrastructure

Name of student and Roll No. (Optional) ছাত্রী/ছাত্রীর নাম ও রোল নং (না লিখলেও চলবে)	Department (বিভাগ) :
To evaluate your College, put tick mark in appropriate box to indicate your perception in respect of different aspects of your college. তোমার কলেজের মূল্যায়ন করতে উপযুক্ত বাক্সে টিক চিহ্ন দিয়ে বিভিন্ন গুণাবলীর ক্ষেত্রে কলেজের সম্বন্ধে তোমার ধারণা নির্দেশ কর।	

● 1 = Excellent (অতি উত্তম) ● 2 = Good (উত্তম) ● 3 = Fair (চলনসই) ● 4 = Poor (ভাল নয়) ● 5 = Very poor (খুব খারাপ)

Subjects of evaluation (মূল্যায়নের বিষয়)	1 excellent	2 good	3 fair	4 poor	5 very poor
1. Location of the College (কলেজের অবস্থান)					
2. Admission procedure (ভর্তির পদ্ধতি)					
3. Ease of comprehension of subjects taught (পঠিত বস্তুর সহজবোধ্যতা)					
4. Completion of syllabus (পাঠ্যক্রমের পঠন-পাঠন সম্পাদন)					
5. Timeliness of practical work (প্র্যাকটিক্যাল ক্লাস সময়মত হয় কিনা)					
6. Fairness of evaluation (মূল্যায়নগুলি যথাযথ হয় কিনা)					
7. Value education (মূল্যবোধ শিক্ষা)					
8. College Exam/Test (পরীক্ষা / মূল্যায়ন পদ্ধতি)					
9. Teacher-Student relationship (শিক্ষক/ছাত্র সম্পর্ক)					
10. Counseling for students (ছাত্র-ছাত্রীদের পরামর্শদান)					
11. Help for higher-study (উচ্চশিক্ষায় সহায়তা)					
12. Library facilities (গ্রন্থাগারের সুযোগ সুবিধা)					
13. Laboratory equipment (ল্যাবরেটরীর যন্ত্রপাতি ও সাজ-সরঞ্জাম)					
14. Computer facilities (কম্পিউটার ব্যবহারের সুযোগ)					
15. Recreational facilities (মনোরঞ্জনের উপকরণ)					
16. Extracurricular activities (পাঠ্যক্রম বহির্ভূত কর্মসূচী)					
17. Sports facilities (boys/girls) (ছাত্র/ছাত্রীদের জন্য খেলাধুলার ব্যবস্থা)					
18. Canteen facilities (ক্যানটিনের সুবিধা)					
19. Office activities (অফিসের কর্মদক্ষতা)					
20. Hostel facilities (ছাত্র/ছাত্রী নিবাসের সুযোগ সুবিধা)					
21. Campus cleanliness (মহাবিদ্যালয়ের ভবন/প্রাঙ্গণের পরিচ্ছন্নতা)					
22. Communication facilities (যাতায়াতের সুবিধা)					

Annexure –